

**COUNTY OF MONTGOMERY**  
**PO BOX 643**  
**TROY, NC 27371**  
**Telephone 910-572-3304**

Home Owners serving as their own contractor (Additions or New Construction)

Septic tank permit

Zoning Permit (Town or County)

Assigned 911 Address

If Water Front lot - FEMA Letter

Soil Erosion Approval if 1 acre or more disturbed

Copy of Plat of property showing structure location

Copy of Plans or Detailed Drawing to Scale & Elevation Plans

Home owner must sign building permit & Construction contract agreement must be notarized

Workers' Comp Affidavit

If any person commences any work on a building or service system before obtaining the necessary permit, he shall be subject to a penalty as established by the local governing body (G.S. 153A-354, 160A-414)

Before an inspection will be made a permit must be obtained and fees paid (GS-53A-3554, 160-A414)

Portable toilets must be on job site, assigned 911 address must be displayed temporarily prior to saw service being inspected.

**\*\*Stages of Construction**

Sub applications must be filled out, signed by the licensed sub contractor and returned to our office before a final will be issued

Final on septic tank permit must be received in our office before a final will be issued

911 address must be permanently displayed